

July 31, 2013

[Patient name]  
[Address]  
[City, State, ZIP]

Dear [Patient]:

We are sending this letter to you as part of Retinal Consultant Medical Group's commitment to the privacy and security of your protected health information (PHI). We take patient privacy very seriously, and it is important to us that you are made fully aware of the following PHI security incident:

On June 7, 2013, it was discovered that a laptop computer, which was a component of a diagnostic imaging machine, was stolen sometime after our office closed on June 5, 2013. The laptop computer contained the following types of unsecured PHI: names, dates of birth, gender, race, and OCT (optical coherence tomography) images.

Please be assured that information such as your Social Security Number, Driver's License, and address was **not** on the laptop.

As a result of our investigation we are not aware of any unauthorized use of the PHI by an unauthorized individual, or that the PHI was actually acquired or accessed.

It is nevertheless very important that you take steps to eliminate or minimize any potential harm that could be caused by the theft. This includes, but is not limited to, obtaining credit reports from one or more of the major credit reporting agencies, and monitoring your financial and banking accounts for unauthorized activity.

By law, consumers may request a free copy of their credit report once every 12 months from each of the three major credit reporting agencies (i.e., Equifax, Experian, Trans Union). You can request a free credit report by phone at 1-877-322-8228, or by mail addressed to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281, or online at [www.annualcreditreport.com](http://www.annualcreditreport.com).

The above matter has been reported to the local police department. While we hope to recover the stolen computer and PHI, that may not be possible. In an attempt to prevent further breaches of PHI, we are increasing the physical security of imaging and other equipment stored at our offices, increasing the interior and exterior security of our offices, and requiring additional information when confirming a patient's identity on the phone. We are also in the process of determining how we can further secure laptop data and strengthening other aspects of our internal HIPAA security program.

Retinal Consultants Medical Group is committed to providing quality care, including the preservation of the confidentiality of your protected health information. If you have further questions or concerns, you may contact us for additional information by calling (855) 848-1335 toll-free, or by mailing me at the address below:

Chris Mentink, Privacy Official  
Retinal Consultants Medical Group, Inc.  
3939 J Street, Suite 104  
Sacramento, CA 95819

Sincerely,

Chris Mentink  
Privacy Official